



University of California EH&S Directors Committee Procedures

**Developed by UC EH&S Directors
UC Campuses, National Laboratories and Office of the President**

January 2005

1. Overview

Environmental Health and Safety (EH&S) Directors at UC Campuses, National Laboratories and Office of the President meet periodically to collaborate on projects and programs shared in common. These meetings have produced valuable work products, which have resulted in benefits to all participants. This document will formalize the process and expectations for these meetings, and shall be shared with all members.

Purpose

The UC EH&S Directors Committee members are to harness and utilize the enormous capabilities and resources represented by the UC EH&S Offices. Its purpose is to create work products, expert position papers and recommended outcomes that represent UC which cannot be effectively achieved by the efforts of any one individual EH&S Department.

The UC EH&S Directors Committee will support UC system-wide environmental health and safety goals and objectives by:

- Assessing, analyzing, developing and recommending positions and procedures for consideration and UC adoption
- Producing work products that can improve effectiveness and reduce individual campus/Lab costs and that are of benefit to the group, colleagues, EH&S departments and UC
- Taking advantage of group expertise not available at any individual site
- Providing a forum for exchange of professional ideas
- Increasing efficiency and eliminating redundancy
- Sharing best practices and common experiences
- Acting as an expert advisory panel to senior University administrators
- Reviewing legislation, regulatory proposals and other issues common to most or all, and recommend a course of action
- Providing communications and liaison with UCOP

A. Membership and Participation

The EH&S Directors Committee voting members will consist of: The EH&S Director from each of the UC Campuses (10), the EH&S Division Director at each of the National Labs (3), the EH&S Manager from DANR (1), for a total of 14 voting members. The EH&S Director from the Laboratory Management Department at UCOP (1), the EH&S Director from UCOP (1), and an Office of General Council representative (1) from UCOP will serve as ex-officio members of the committee. The designated member may appoint a proxy to represent them at individual meetings.

Expectations of membership are that ALL members actively participate and contribute on a reasonably consistent basis. Consistent participation includes taking on various limited duties and responsibilities, following through on assignments, producing work products as agreed on specified schedules, and routinely participating in conference calls and meetings. This will assure the greatest value to the entire group and the UC system and an equitable distribution of workload. It is understood that there are special circumstances that may preclude someone from being active for a period of time.

2. Committee Administration

A. Structure

The Committee shall appoint a:

- Chair - coordinate activities, facilitate meetings & calls, and track action items; schedule conference calls & meetings; serve as group spokesperson and develop meeting agendas. The chair position shall be for a one-year term. The chair will rotate between the campuses in alphabetical order as listed in official university documents.
- Vice-Chair - assist chair as necessary and other duties as assigned by the chair. The Vice-Chair will rotate to chair when the current chair's term expires. When the vice-chair rotates to the chair the new vice-chair will be the next EHS Director in the alphabetical rotation same as above.
- Host - meeting locations will rotate amongst the campuses, Labs, and OP. Each host will be responsible for all the meeting logistics and basic costs. In addition the host will provide administrative support to take and distribute meeting minutes.

B. Meetings

Meetings will generally be two full days. The committee will meet three times per year unless otherwise approved by the members. At the conclusion of each meeting written minutes must be prepared and presented for approval at the next scheduled meeting. These minutes shall include:

- A report of major items discussed
- List of action items, with anticipated completion dates
- Other pertinent reports

The date and location of the next meeting will be determined and approved at the end of each meeting.

C. Conference Calls

Monthly conference calls are to be utilized for efficiency, follow-up, meeting planning, progress reports and accountability. The calls will be organized and facilitated by the chair, utilizing the most cost-effective system available. This call will normally take place on the 4th Friday of each month at 10AM.

D. Project Proposals

In response to a request from UC groups or individuals or at their own initiative, the committee may select projects and develop work plans. To evaluate the appropriateness and cost effectiveness of any work project the committee should provide a written proposal for review and approval. The proposal should include the following elements:

- Clear description of the project and the justification for its need
- Expected benefits including pros and cons of alternatives
- Expected duration of the project, including clear timelines for each phase if applicable
- Accurate estimates of cost, including travel, teleconferencing, material, etc
- Description of how the results and/or progress reports will be communicated

E. Directors and Members Responsibility

The members will provide general oversight and direction to the committee, and will assure that committee efforts support the enhancement of the joint UC EH&S efforts. The Members will:

- Assure that they or a senior EH&S representative from each site attend all meetings
- Support the committee through individual participation and contribution to the group
- Review and comment on project proposals
- Complete tasking and action items in a timely manner

F. Listserve

The EH&S Directors Committee will maintain a listserve.

G. Websites

It is desired that this committee maintain a secure website that houses its minutes and work products.

H. Non-Member Participation

In general it is intended for the EH&S Directors Committee to meet without any non-member participation. Guest participants may be relevant under special circumstances. Guest speakers may be utilized as appropriate. The committee must approve guest speakers, guest participants and/or vendor presentations in advance.

I. Costs

Meetings will rotate through each of the sites. Each host site will pay for all basic meeting costs (meeting rooms, morning and afternoon refreshments, and lunch). There will be no recharges for any routine meeting costs. Special presentations, equipment or other extraordinary costs may be recharged as determined and approved by the Committee prior to the meeting.

3. EH&S Directors Work Groups

The EH&S Directors Committee will sponsor standing work groups to collaborate on projects and programs shared in common. These work groups provide valuable work products, which will result in either financial or operational benefits to all participants. The document titled University of California – EH&S Work Group Requirements dated January 2005 formalizes the process and expectations for these work groups, and shall be the requirements under which they operate.

A. Authorized Work Groups

As of January 2005, the UC EH&S Directors Committee has approved the following intercampus EH&S work groups:

- Anti-Terrorism
- Bio-Safety Officers
- Emergency Managers
- Environmental Health
- Environmental
- Ergonomics
- Field Safety
- Fire Marshals
- Hazardous Waste Action Group (HWAG)
- Industrial Hygiene/Safety/Lab Safety
- Radiation Safety Officers
- Training (STEW)

B. EH&S Directors Committee Oversight

The EH&S Directors Committee will appoint a directors liaison to each committee to provide general oversight and direction to the work groups, they will assure that work group efforts support the enhancement of the joint UC EH&S effort. At Directors Committee meetings the director liaison to the work group will give an update. The Directors committee will:

- Assure that a senior program representative from each site is designated to each group
- Support the individual's contribution to the group
- Provide a liaison to each group

UC EH&S Directors Committee Procedures

